



OLMSTED ADMINISTRATION
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January 3, 2003

Steve Kvenvold
City Administrator, Government Center
201 4th St SE
Rochester, MN 55904

Dear Mr. Kvenvold:

You and your city council members and mayor, along with Olmsted County elected officials and administrators from six school districts, 18 townships, eight cities, the Soil & Water Conservation District Board, the County Board of Commissioners, and three chambers of commerce will be invited to a **Local Elected Officials Summit on February 6, 2003, at Assisi Heights in Rochester**. Hopefully you and your elected board members have already received a yellow post card to "Save the Date."

The planning committee, drawing membership from many types of these jurisdictions, needs YOUR help to encourage participation from your elected board members and to help prepare them to take part in the summit. In these dire budget times, none of us can afford to "go-it-alone" when we could have partnered; none of us should plan projects without considering their financial ramifications on other jurisdictions; all of us should better understand the realities of neighboring jurisdictions; all of us should take every opportunity to network and develop communication across boundaries. This is why Olmsted County and the planning committee are arranging this summit.

To make the summit successful and to ensure that participants get the most out of the morning, we ask you to help us with the following:

- ▪ During one of your January meetings, encourage your elected officials to attend the summit, and RSVP to Olmsted County Administration by January 31st.
- ▪ Discuss with your elected officials various partnerships in which your jurisdiction participates, and how well they are working (in small groups, participants will be asked to list and discuss these).
- ▪ Discuss with your elected officials the key (2-3) issues facing your board in the coming year and whether any of these issues will impact other local jurisdictions (in small groups, participants will be asked to list and discuss these).



AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

BOARD OF COMMISSIONERS

FIRST DISTRICT
MIKE PODULKE

SECOND DISTRICT
CAROL J. KAMPER

THIRD DISTRICT
PAUL F. WILSON

FOURTH DISTRICT
MATTHEW FLYNN

FIFTH DISTRICT
JIM DALEY

SIXTH DISTRICT
JEAN R. MICHAELS

SEVENTH DISTRICT
JEFFREY THOMPSON

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- ▪ Mail to the committee (in care of Olmsted County Administration before January 31st) a “fun fact” about your jurisdiction, as well as a partnership that is working well for you (these will be printed and shared with all participants at the summit). Also let us know if any of your board members failed to receive a “save-the-date” postcard

Attached you will find more information about the summit including: purpose, draft agenda, and membership of the planning committee. For more information, contact Mary Callier or Amy Caucutt at Olmsted County Administration (285-8115).

Thank-you for your help in making the Local Elected Officials Summit successful.

Sincerely,



Matt Flynn
Incoming County Board Chair
Olmsted County Board of Commissioners

Local Elected Officials Summit – Planning Committee

1/3/2003 1:05 PM

Affiliation	Name	Willing?	11/4 Mtg	Contact Info	Other
Twنشp – Marion	James Baier	yes	yes	280-0421-H 282-5586-W	jimbaier@earthlink.net
Twنشp – Quincy	Monica Thompson	yes	yes	534-2882-H 251-0184-cell	daleandmonica@aol.com
City – Rochester	John Hunziker	yes		282-9447-W	jhunziker@ci.rochester.mn.us
City – Stewartville	Chris Gray	yes	yes	533-9531-H 533-4664-W	croeder@chartermi.net
School – Roch	Jerry Williams	yes		285-8552-W	jewilliams@rochester.k12.mn.us
	Breanna Bly	yes		287-8807	breannably@hotmail.com
	Trent Fluegel	yes	yes	288-0601-H 261-5327-W	exec@rahh.org
School – Byron	Wendy Shannon	yes	no	775-2383-W	wendy.shannon@byron.k12.mn.us
County	Paul Wilson	yes	yes	288-5204-H 282-2771-W	Wilson.paul@co.olmsted.mn.us
	Matt Flynn	yes		533-8758-H	Flynn.matt@co.olmsted.mn.us
	Carol Kamper	yes	?	289-6722-H	kamper.carol@co.olmsted.mn.us
Chamber	Jon Eckerman	yes	yes	288-1122-W	jeckerman@rochestermnchamber.com
	Bob Maroo	yes	yes	253-2209	maroo@us.ibm.com
Staff	Mary Callier			285-8102-W	callier.mary@co.olmsted.mn.us
	Amy Caucutt			285-8118-W	caucutt.amy@co.olmsted.mn.us

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Local Elected Officials Summit Planning Committee Proposal

Review of decisions to this point (Dec. 2002):

PURPOSE to provide a forum for local government elected officials in Olmsted County to:

- Understand the duties and responsibilities each type of jurisdiction has to the residents of Olmsted County
- Begin identifying emerging issues, challenges and projects that others may need to be involved in
- Identify partnerships that are working and those that need to be created and improved; i.e. sometimes partnerships work for just 1 member
- Enhance and establish lines of communication
- Get to know the newly elected officials

AT THE END OF THE SUMMIT YOU WILL BE ABLE TO:

- Place names with faces
- Understand funding and the issues that drive other local governments
- Learn at least 1 new issue of another local entity which will affect your decision-making

DATE/TIME/PLACE/ATTENDEES/FEE:

- February 6, 2003
- 8 AM-1 PM
- Assisi Heights (Occasional Room for meeting; cafeteria for hot lunch)
- Invited will be all township officers, city council members, school board members (if their administrative offices are within the county), county board members, soil and water district members, chamber of commerce board members and their lead staff people within Olmsted County (could be 150+ people)
- \$10 fee will help cover: packets, coffee/sweet rolls, and lunch

TIMELINE

Jan 3rd, mail invitations to administrators (20); speakers (5)
Jan 13th last planning meeting
Jan 20th mail invitations to all potential participants (200+)
Jan 31st, RSVPs and "fun facts" and "partnerships that work" due

DRAFT AGENDA FOR FEB. 6th

8-8:30- coffee/sweet rolls & check in (*information packets; examples of partnerships, handouts from speakers and a list of all local elected officials- with an assigned seat for each person to assure mixing at each 8-10 person table*)(*each jurisdiction will have prepped its members on partnerships they use for example*) *We may try to take pictures with a digital camera so that all attendees can have a copy of names AND faces to remember from this meeting. Posters of "fun facts" on the wall.*

8:30-8:45- Welcome by County Chair Matt Flynn or Dick Devlin; ground rules: no personal attacks, this is educational. Public meeting, not public hearing

8:45-10:00-Duties and responsibilities of local governments, presented by the following executives from statewide organizations who have committed to us (they will speak on: funding sources; key responsibilities; and top 5 issues statewide facing their jurisdictions)

- 15 min Townships: Jean Woorster, MN Townships
- 15 min School Boards: Mike Torkelson MNMSBA
- 15 min Cities: Jim Miller, LMC
- 15 min Counties: Keith Carlson MICA
- 15 min Q&A

10-10:15- Break (bathrooms only, no food)

10:15-10:20- instructions for small groups (each table = a group, unless 30 or fewer come and then we are all 1 group) direction giver should give example of partnerships that are working and why; also examples of emerging issues

10:20-11:15- small group tasks (use forms that are at each table to record the group's ideas. Appoint a recorder to write on newsprint on easel):

- Identify at least 3 local government partnerships that are working (and why they are working or need improvement). There needs to be some examples and prepping of individual delegations
- Each group member identify 2-3 emerging issues in own jurisdiction, and who else may be impacted by this issue

Leading jurisdiction emerg. Issue in your juris. Others who need to be involv

1.
2.
3.

11:15-11:45- one from each group reports back to group at large

11:45-12:00- next steps:

- Report from all groups mailed to all participants (also pictures and names/ phone numbers of all attendees)
- Ask all jurisdictions to discuss results at a March meeting
- Pledge to take the lead, and gather others together, on at least 1 of the issues brought forward by your jurisdiction
- Post progress on the Olmsted County web page? (probably not doable at this time according to County ISC)
- Make this an annual or biennial meeting?

12-1:00- lunch with speaker, a positive note on what local governments have in common by Jeff Van Wychen of the property Tax Study Project

Memo

To: Mayor and City Council

From: Stevan E. Kvenvold 

Date: January 29, 2003

Subject: Elected Officials Summit

For the upcoming elected officials' summit on February 6, 2003, we are to list some of the partnerships in which each jurisdiction participates.

Listed below are some of the partnerships which the City of Rochester is involved in:

Partnerships with Olmsted County

1. Joint Law Enforcement Center

The City Police Department physically shares space with the County Sheriff's office and jointly shares the following functions:

- a. Training
- b. Dispatch
- c. Records
- d. Computer System
- e. Fleet Maintenance
- f. Evidence
- g. Narcotics Investigation
- h. Gangs Task Force

This arrangement has been working very well.

The City Dispatch function also provides all the dispatching service for the rural Fire Departments and ambulance services in Olmsted County.

2. City/County Planning Department

This function was merged in the early 1970's. This arrangement has worked very well.

3. Elections

The City entered into an agreement with the County in 1996 under which the County conducts and supervises elections in the County. The City is responsible to hire election judges and pay for the elections, securing voting places, and do redistricting every 10 years for the City.

4. Parking Ticket Payments

Several years ago, the City assumed the responsibility for the collection of parking ticket payments from Olmsted County.

This arrangement is working well.

5. Human Resources

The City and the County share in:

- a. job postings (also includes the School District)
- b. training opportunities
- c. diversity training (including the School District)

6. Public Works

- a. Traffic signal installation and maintenance is provided to the County by contract with the City.
- b. Street maintenance. The City provides maintenance services on County streets within the City limits.

7. Olmsted County HRA

This was formerly the City HRA. The City provides funding for various programs administered by the HRA in the City. The City also has provided sites for affordable housing constructed by the County HRA or rental homes that provide a revenue stream for the annual operations of the HRA and Community Development Block Grants.

8. Graham Arena

The City and County share in the operating expenses of the Graham Arena Complex

9. Steam Service

The City agreed to utilize steam service from Olmsted County for the Civic Center, Library, and City Hall.

10. Cable Access Channel

City provides Cable Access Channel for broadcast of County meetings.

11. Flood Control

The County participated with the City in the planning and construction of the flood control reservoirs in the 1980's and the ongoing management of those facilities.

12. Library Service

The City and the County partner on Library Services for the county.

13. Meeting Space

The City and County share a single County Board/City Council meeting room including equipment expenses. In addition, the City allows County departments to utilize the meeting rooms in City Hall approximately 200 times per year.

14. Emergency Management

The City and County share in the Emergency Management/Civil Defense functions and expense on a 2/3 City 1/3 County cost basis.

15. Human Rights Commission

Three years ago, the City terminated the City's Human Rights Commission in order to allow Olmsted County to enact a Countywide Human Rights Commission. The City of Rochester pays Olmsted County \$6,000 per year towards the costs of the Human Rights Commission.

16. Youth Commission

The City, County, and School District jointly fund the operation of the Youth Commission.

In addition to the above listed items, the City and County merged their health departments and assessors offices in the 1960's and the City transferred its landfill responsibilities to the County in the 1970's.

Partnerships with the Rochester School District

1. Park and Recreation

The City and School District share a number of facilities in carrying out recreation programs for the community. Some of the facilities include:

- a. Volleyball Center
- b. Recreation Center
- c. Graham Arena
- d. Tennis Center
- e. UCR Field House
- f. Athletic Fields
- g. Typically, the City co-locates a park with the schools sites for joint usage purposes

2. Police

The City and School District participate in police/school liaison officers in the district's high schools and middle schools.

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3. **Telecommunications**

The City, County, and School District jointly secure telephone and telecommunications services. Through these governments, the service is also available to many non-profit entities.

4. **Cable Service to County and School District Sites.**

Through the CATV Franchise, the City secured cable services and video services and high speed data service on the "Intergovernmental Cable Loop" for County and School District sites.

Key Issues for 2003

A key issue which will challenge all local jurisdictions is the resolution of the State budget deficit.

A key issue to officials with the City and County is the provision of adequate roadways to accommodate the growth of the area and the financing of the local share of State highway projects (T.H. 52 and 63).

A key issue facing both the City and the County is annexation, land use controls and orderly growth.